

**HEALTHY LEARNING ACADEMY**  
**Strategic Planning Meeting – March 31, 2016**

Meeting began at 2:25 PM and was chaired by Carolyn Lichty.

1. Attendance:
  - a. Committee members present at the meeting: John Bunting (parent), Sean Butler (parent), Anni Egan (Principal), Peggy Ford, Terry Ford (student), Carolyn Lichty (Committee Chair), Lynn Little (Interventions), Amber Matts (4th Grade).
  - b. Committee members absent: Bettianne Ford (Board President).
2. Reviewed hand out from Carolyn:
  - a. Statutory guide
  - b. Clarify the vision
    - i. Committee decided current mission statement (“Excellence in education with a focus on lifelong health, nutrition, and fitness for the creative mind and healthy body”) and motto (“Healthy mind, healthy body, healthy planet”) are sufficient explanation of the vision.
  - c. Define specific goals for each category:
    - i. Equipment –
      1. Technology: Committee agreed that there should be a maintenance plan for all technology that cycles out computers, smart boards and other tech on a regular, ongoing basis. John will send Lynn a template for keeping track of each item and alert the user when an item is due to be replaced. Estimated cost for regular replacements should be included in the budget.
      2. Leasing was discussed as a possible alternative to buying and replacing equipment. Pros: maintenance and assistance are included in fee, replacements are provided immediately if equipment malfunctions, equipment will always be up-to-date. Cons: may cost more than what we currently spend. Estimates needed for leasing vs. buying equipment.
      3. Help from computer-savvy volunteers was discussed as a way to lessen the burden of dealing with tech issues, but because of the transient nature of volunteers it was not advocated. The need for tech help would be alleviated by leasing the equipment, since support is included in a lease agreement.
      4. Sean noted the need for better processes to address issues in general.
      5. Committee decided to make technology a separate category (not part of equipment) on the strategic plan.
    - ii. Curriculum –
      1. already have 10-year plan and instructional materials
    - iii. Facilities –
      1. Committee decided to separate out maintenance tasks and keep them off the strategic plan.
      2. Issues with the field: Someone from the county flood office visited the school (what was his assessment?). Sean talked to someone with sports field knowledge who will assess our field for free, and will put him in touch with Anni so she can coordinate a meeting with everyone

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involved – maintenance, playground, strategic planning – to create a comprehensive plan.

iv. Staff –

1. A grant writer is a top priority – could be either a professional who works on commission or an intern working for class credit. John has been on the Boards of other non-profits who got grant-writers from UF, and he will find out whom to contact there. Sean suggested we also ask Santa Fe.

v. Community –

1. Discussed finding volunteers among the wider community, such as Senior Citizens, UF service groups and corporate interests. A suggestion was made to list HLA volunteer opportunities in the appropriate section of the Sunday Gainesville Sun. Peggy will ask Cathy if she can investigate.
2. Discussed need for a volunteer succession plan to ensure transfer of knowledge from outgoing volunteers. For example, volunteers could be responsible for finding and training their replacements.

vi. Funding –

1. The school needs a grant writer (discussed in Staff section).
2. Can't increase enrollment for more funding.
3. We need to ensure families know they can use an Employer-match donation (currently raises about \$5k per year).
4. Discussed how corporate partners want to be stakeholders in schools and might be interested in specific projects where they can really see the progress and the effects of funding (new technology, for instance).

d. Anni said that many parents are asking if HLA will extend to Middle School, so grade extension is being added to the strategic planning list under Curriculum.

e. Sean would like to make sure there is consistent communication with him about maintenance issues.

3. Adjourned 3:55 PM